

District of Columbia  
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY  
AND  
REQUEST FOR APPLICATIONS (RFA)**

GreenWrench Education Project  
(Short name: GreenWrench Ed)  
RFA # 2020-2005-WPD

**Publication Date:** 1/3/2020

**Application Deadline:** 2/3/2020 at 4:30 PM

Government of the District of Columbia  
Department of Energy and Environment  
1200 First Street, NE  
5th Floor  
Washington, DC 20002  
(202) 535-2600



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## **SECTION 1. GENERAL INFORMATION**

### **1.1 Introduction**

The Department of Energy and Environment (“DOEE”) solicits grant applications from eligible entities (called “Applicants”). The goals of this Request for Applications (RFA) are to (1) to educate technical students (students), high school age and up, studying to be automotive mechanics in the District of Columbia, how to prevent pollution and comply with environmental regulations, (2) to instill knowledge and teach skills to prevent land, air, and water pollution, and (3) to foster the belief among the students that environmental stewardship is an important part of a mechanic's job. The Watershed Protection Division (WPD) of DOEE will administer this RFA.

### **1.2 Purpose of the Grant**

The purpose of this grant is to seek an eligible entity to develop and execute an education project for the Department of Energy and Environment’s (DOEE) GreenWrench Technical Assistance Program (“GreenWrench”). GreenWrench encourages the adoption of pollution prevention (P2) measures at automotive repair shops (“shops”). This grant will enable the program to expand to a new audience by engaging students about P2 and the District’s environmental regulations, so they can apply this knowledge and skills to their careers as mechanics.

### **1.3 Source of Funds**

The source of funds for the grant is:

1. District of Columbia Stormwater Enterprise Fund
2. US Environmental Protection Agency Pollution Prevention Grant Program (RFA # EPA-HQ-OPPT-2018-001; CFDA 66.708)

### **1.4 Competition for a Grant Award**

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable. If an Applicant responds to more than one project, it must do so in a separate proposal and submit all corresponding required documents.

## 1.5 Projects and Funds Available

DOEE seeks applications for:

Project Name	Project Amount
GreenWrench Education Project	\$45,600

## 1.6 Eligibility

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☐-Faith-based organizations;
- ☒-Government agencies;
- ☒-Universities/educational institutions; and
- ☒-Private Enterprises.

Continuing conditions of eligibility are that the information in the application is complete and truthful and that the Applicant at all times is able to meet any material conditions stated in its application. For instance, if an Applicant’s ability to fulfill the terms of the grant is based on the availability of skilled staff and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing of this change in material conditions. Another example of change in material conditions that could result in the loss of eligibility would be the loss of the Applicant’s tax-exempt status.

An informational meeting/conference call and opportunity for question and answers will be held on 1/21/2020 10:00 AM.

The location of the meeting will be:

1200 First ST NE  
Washington, DC 20002  
Fifth Floor

The call number is 1 (866) 830-5784 and conference code is 6971510

## 1.7 Definitions

**District** - The District of Columbia.

**Grantee** - The person provided a grant by the District, including a sub-grantee.

**Person** - A natural person or a legal entity, including a partnership, firm, association, joint venture, public or private corporation, trust, estate, commission, board, public or private institution, cooperative, the District government and its agencies, and the federal government and its agencies.

**Writing** - A tangible or electronic record of a communication or representation, including handwriting, typewriting, printing, photostat, fax, photography, word processing computer output, and e-mail. A "signed" writing includes an electronic symbol or process attached to, or logically associated with a writing, and executed or adopted by a person with the intent to sign the writing.

## **1.8 Permissible Use of Grant Funds**

A Grantee may use grant funds only for allowable grant project expenditures. Grant funds related to work performed will be provided on a reimbursement basis, except that an advance of funds may be provided for grant administration expenses in limited circumstances for good cause approved by DOEE at its sole discretion.

## **1.9 Grant Monitoring**

In its sole discretion, DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

## **1.10 General Terms and Conditions**

Appendix 1, "General Terms and Conditions" is incorporated by reference in this RFA. Applicants and Grantees must comply with any and all applicable terms and conditions outlined in Appendix 1.

## **1.11 RFA Conditions - Promises, Certifications, Assertions, and Assurances**

Appendix 2, "Applicant's Promises, Certifications, and Assurances" ("PCA"), is incorporated by reference in this RFA.

## **1.12 DOEE's Authority to Make Grants**

DOEE has grant-making authority under:

- The Renewable Energy Portfolio Standard Act of 2004 (D.C. Law 15-340, D.C. Official Code §§ 34-1431-40), including § 34-1436(b) and (c)
- The Water Pollution Control Act of 1984, effective March 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code § 8-103.01 *et seq.*);
- The District Department of the Environment Establishment Act of 2005, effective February 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code § 8-151.01 *et seq.*);

- The Comprehensive Stormwater Management Enhancement Amendment Act of 2008, effective March 25, 2009, (D.C. Law 17-371; D.C. Official Code § 8-152.01 *et seq.*); and
- Other applicable laws and regulations.

### **1.13 Conflicts between RFA and Applicable Law**

If any requirement of this RFA conflicts with a provision of any applicable law, including a District or federal law or regulation, the applicable legal provision shall control.

## **SECTION 2. SUBMISSION OF APPLICATION**

### **2.1 RFA Release Date**

The release date of this RFA is 1/3/2020.

### **2.2 Obtaining a Copy of the RFA**

A person may obtain a copy of this RFA at [doee.dc.gov](http://doee.dc.gov) or by requesting a copy through any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2020-2005-WPD.”

### **2.3 Applications: When, What, and Where**

**When:** All applications must be received at the address below by 4:30 PM on 2/3/2020.

Applications will be dated and recorded as “received” pending review by DOEE for completeness. DOEE considers an application to be “filed” only if all the required materials are submitted. Late or incomplete applications will be considered received, not filed.

**What:** The contents of the Application are specified in Section 3. Each applicant must submit:

Five paper copies of the application; and

One electronic copy.

The Department will not receive faxed copies.

**Where:** The paper copies must be filed with DOEE at the following address:

**District of Columbia Department of Energy and Environment**

**RFA – Grants**

**1200 First Street NE**

**5<sup>th</sup> Floor**

**Washington, DC 20002**

**Attn: RFA 2020-2005-WPD**

Email an electronic copy, formatted as a .pdf file, to: [GWE@dc.gov](mailto:GWE@dc.gov)



## 2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six to twelve weeks after the application due date.

## 2.5 Updates and Questions and Answers (Q & A)

Additional information may become available before the application is due. It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. Questions about the RFA should be sent to [GWE@dc.gov](mailto:GWE@dc.gov) with "RE: RFA 2020-2005-WPD" in the subject line.

DOEE will publish updates and Questions and Answers (Q&A) regarding the RFA at [doee.dc.gov](http://doee.dc.gov). DOEE will also create an email list to send updates and information regarding the RFA. A person can be put on the email list by immediately emailing [GWE@dc.gov](mailto:GWE@dc.gov). DOEE will provide the information to those on the email list at the same time the information is uploaded to the DOEE website. Paper copy updates will be available for pickup at DOEE's offices by appointment. DOEE will not mail out updates or Q&A materials.

The cut-off date for receipt of any questions is one week prior to the application deadline.

## 2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) by:

- (a) **Emailing** [GWE@dc.gov](mailto:GWE@dc.gov) with "RE: RFA 2020-2005-WPD" in the subject line;
- (b) **In person** by making an appointment with (Mary Polacek at (202) 645-4231 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Mary Polacek RE: RFA 2020-2005-WPD on the envelope.

## **SECTION 3. APPLICATION CONTENT**

### **3.1 Format**

Proposals must be formatted as follows:

- (a) Use plain, white, 8 ½” x 11” recycled paper with one-inch margins.
- (b) Applications should be double-sided to the extent possible;
- (c) Limit each project description to 10 double-spaced pages. Budget tables, flowcharts, photographs, the work plan, and other supporting documentation may be attached in addition to the project description
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

### **3.2 Proposal Content**

DOEE intends to fund a project that will benefit the environment, and, in particular, the environment of the District. The proposal should use the following format and explain, in increasing levels of detail, how the Applicant will accomplish this.

(Note: Before drafting the proposal, please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District or the scoring might give extra points to labor sourced in the District.)

#### **(a) Cover Sheet**

Include a cover sheet in the format specified in Appendix 3. Make certain that the funding amount requested on the cover sheet matches total amount requested in your budget and budget narrative.

#### **(b) Project Summary**

Provide a brief one paragraph summary that explains the project. This summary is not part of the 10-page proposal limit.

#### **(c) Project Description**

Organize this 10-page section of your application in accordance with the scoring rubric of section 7 of this RFA. As an exposition to the specific line items in the scoring rubric, state the following at the start of the proposal:

(1) Purpose and Objectives

State how this project will benefit the environment and the specific objectives this project will achieve.

(2) Target Audience

Identify the target audience. Who will this project engage? Who will benefit from the project?

(3) Project Outcomes, Outputs, and Activities

The proposal should connect the funded activities to quantifiable outputs and ultimately desired outcomes. This enables reviewers to evaluate what the proposed project will achieve if funded.

**Activities** are undertaken to achieve the outputs and outcomes. For example, a proposal could request funding to support a tree-planting activity in a city. This activity will yield a quantifiable output.

An **output** is a short-term result achieved as a result of an activity. For example, at the end of the project period, after several sessions of tree-planting, X number of trees will be in the city. This quantifiable output will yield various project outcomes.

A **project outcome** is a medium to long-term result that occurs and/or continues after the project ends. For example, after several sessions of tree-planting activities, this project yielded an output of X number of trees planted in the city. Medium to long-term outcomes of this project include: beautification of the city, increased environmental awareness of residents, and improved air quality.

(4) Methods

Describe how activities will be accomplished.

(5) Measurement of Project Success

Provide quantifiable measurements. For example, a tree planting project might measure the number and kinds of trees planted. A trash removal project might measure the pounds of trash removed. A stormwater project might measure the amount of stormwater captured.

(6) Project Budget

You must submit a numeric budget and a separate budget narrative as part of your application package. For the numeric budget, DOEE strongly urges applicants to use the budget template format provided (Appendix 4). The budget narrative must explain and justify every line item in

the numeric budget. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. For example: “personnel will be paid \$xx per hour times xx hours.”

If the Applicant seeks an advance payment, it must request advance payment in its proposal and explain why an advance payment is requested. See Section 6.2.

Resources provided by the applicant should appear in the column titled “Non-DOEE Match,” meaning the Applicant intends to provide the indicated resources (i.e., the “match,” and that the resources do not come from DOEE). Entries in this column could include both dollars and the value of the in-kind contributions. For example, in-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee must be valued at rates consistent with those the Applicant’s organization ordinarily pays for similar work, including salary and fringes. If the grantee or a sub-grantee does not have employees performing similar work, the rates must be valued the same as rates ordinarily paid by employers in the same labor market for similar work.

The Applicant must verify that all costs in the budget are allowable.

Typical allowable costs are:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Computers and printers;
9. Small tools;
10. Some field equipment, typically below \$5,000 in value;
11. Postage and shipping;
12. Necessary travel, meals and lodging; and
13. Insurance.

Non-Allowable costs include:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;
4. Interest payments on loans;

5. Most food; and
6. Land purchases.

DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

**(d) Applicant**

**(1) Organization**

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. To provide further information, the Applicant can reference its website or attach organizational brochure or resume.

**(2) Key personnel**

Identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

**(3) Past performance on District Grants/Contracts**

Identify District agencies from which the Applicant has received funding as a contractor, grantee, or partner in the past five years and provide specific information including:

- The grant(s) or contract(s) title;
- The District agency/agencies;
- The grant number(s), contract number(s), or other identifier(s);
- The amount(s) paid; and
- What was accomplished as a result of the funding(s).

Briefly describe any disputes, investigations, or audits related to any of these District grants or contracts, grants, or partnerships in the past five years.

**(4) Partners**

Sometimes partnerships can improve the success of a project. These partnerships might be with government agencies, nongovernmental organizations (NGOs), companies, or individuals. If a partner is to be involved in the project, the Applicant must describe the partner's involvement and resource commitments. The proposal must identify and attach a letter of support on the partner's letterhead, signed by an authorized official if the partner is a government agency, NGO, or business entity.

In lieu of a letter, an Applicant may attach an email from the partner (or an authorized official if the partner is a government agency, NGO, or business entity) that states support of the project and identifies the partner's name, address, website, and a contact name, telephone number, and email address.

For the following types of partners, provide the documentation indicated.

i. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

ii. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

iii. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization(s) agreeing to participate in the proposed project, describing the partner's involvement and resource commitments, and explaining the activities and/or services the partner will provide. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services that the partner will provide. Under the grant terms and conditions, any grant-related work or activity that is contracted, subcontracted or subgranted must be in compliance with applicable District laws, including business licensing requirements and documentation of the partner's tax exempt status.

iv. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete. DOEE will accept more informal statements generated by responsible NPS officials, including emails.

### **3.3 Work Plan**

The application must include a proposed work plan that describes the timeline for project implementation.

### **3.4 Required Documents**

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not “filed,” as specified in Section 2.3. However, if a government agency must issue a required document, and the Applicant has requested the document but not received it, DOEE may accept a copy of the Applicant’s request to the agency for the purpose of deeming the Application “filed.”

#### **(a) Certificate of Good Standing**

Each Applicant must submit a current Certificate of Good Standing from the District Department of Consumer and Regulatory Affairs. DOEE requires that the submitted Certificate of Good Standing reflect a date within a six-month period immediately preceding the application’s submission.

#### **(b) Promises, Certifications, Assertions, and Assurances**

Each Applicant must sign and submit the “Promises, Certifications, Assertions, and Assurances” (“PCA”) in Appendix 2. Signing the PCA is a condition of eligibility for this grant. If the Applicant is not prepared to sign the PCA, it should not apply for a grant. Compliance with the promises, certifications, and assurances in the PCA is a continuing condition of eligibility for this grant.

The PCA must be signed by the Applicant or, if the Applicant is an organization, by a duly authorized officer of the organization.

The PCA also includes a sworn statement verifying that the Applicant is not in arrears (i.e. is “current”) on all obligations outstanding to the District, including all District agencies. The Applicant must be “current” as of the date of the application and the date of a grant award. DOEE requires, as a condition of continuing eligibility, that a grantee stay current on such obligations during the period of the grant.

#### **(c) IRS W-9 Tax Form**

The Applicant must submit a current completed W-9 form prepared for the U.S. Internal Revenue Service (IRS). DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date.

#### **(d) Tax Exemption Affirmation Letter**

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application

for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization's tax exemption affirmation letter should also be submitted.

**If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status.** Examples of potential best evidence for this purpose include, but are not limited to (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group's board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant's most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state's issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

**(e) Applicant's Current Fiscal Year Budget**

The Applicant must submit its full budget, including projected income, for the current fiscal year, using a format at least as detailed as that presented in Appendix 4. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses of the fiscal year to date.

**(f) Applicant's Financial Statements**

If the Applicant has undergone an audit or financial review, it must provide the most recent audited financial statements or reviews. If audited financial statements or reviews are not available, the Applicant must provide its most recent complete year's unaudited financial statements.

**(g) Separation of Duties Policy**

The Applicant must state how the organization separates financial transactions and duties among people within the organization in order to prevent fraud or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for purposes of the application. The applicant should state which of these situations apply.

This statement should:

- Describe how financial transactions are handled and recorded;
- Provide the names and titles of personnel involved in handling money;
- Identify how many signatures the financial institution(s) require on the organization's checks and withdrawal slips; and,
- Address other limits on staff and board members' handling of the organization's money.

**(h) System for Award Management (SAM) with Federal Government**



If a project within this RFA is funded wholly or partially by federal funding sources, applicants for that project must be registered in the System for Award Management at [www.sam.gov](http://www.sam.gov) and provide evidence of this registration as part of its application package to DOEE.

## **SECTION 4. REVIEW PANEL AND APPLICATION SCORING**

### **4.1 Review Panel**

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

The panel will recommend the top scorer for award of the grant.

Review panels vary in size, but typically are made up of three to five people. At least two members of the review panel will be from DOEE staff. Whenever practicable, each panel will include at least one person from outside of DOEE.

### **4.2 Scoring Criteria**

The reviewers score each proposal according to a list of criteria and the points available for each criterion. See section 7 of each project.

The applicant should read the grant description carefully to determine if matching funds or resources are required or if preference points are offered for matching funds.

## **SECTION 5. GRANTEE DOCUMENT REQUIREMENTS**

### **5.1 Submissions if Applicant Will Receive the Grant**

Upon acceptance of a grant award, the Grantee must provide the following documents.

#### **(a) Certificate of Insurance**

The Grantee shall submit a certificate of insurance giving evidence of the required coverage outlined in Appendix 1, General Terms and Conditions. DOEE will presume that the budget covers the cost of this required insurance and will not later adjust the grant award for this amount.

#### **(b) Assurance of Continued Truth and Accuracy**

Upon acceptance of the grant award the Grantee shall notify DOEE of any changes that may have occurred to its organization since the time of submission of its original application. See also Section 1.6.

## **SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS**

### **6.1 Reporting Requirements**

The grantee must submit the following reports as a condition of continuing eligibility for funding.

#### **(a) Quarterly Status Reports**

DOEE will provide a quarterly status report template with the grant award. These reports, which discuss grant activities for the preceding quarter, will be due on each of the following dates.

Quarter 1 (January - March):	April 15
Quarter 2 (April - June):	July 15
Quarter 3 (July - September):	October 15
Quarter 4 (October - December):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail: actions taken in the quarter preceding the report date, highlight outputs achieved, provide a financial update, and describe unforeseen changes to project timetable, staffing, or partnerships, as well as any other changes that may affect project outcomes.

#### **(b) Final Report**

DOEE will provide a final report template with the grant award. This report includes quantification by the grantee of the project's outputs and describes the extent to which project outcomes met or will meet the objectives of the funded proposal. The template requires submission of data and analysis of the data.

### **6.2 Reimbursement of Project Expenditures and Disbursement of Funds**

DOEE will not reimburse the Grantee for any work undertaken before DOEE notifies the recipient of the final award of the grant.

DOEE will reimburse the Grantee only for expenditures incurred to perform work under the grant. In limited cases, DOEE may advance funds at the beginning of the grant period for good cause approved by DOEE at its sole discretion. If the Applicant seeks an advance payment, it must request such payment in its proposal and explain why an advance payment is being requested.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request or an

invoice at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices 30 days after DOEE receives them.

DOEE will withhold the final 10% invoiced under a grant until all required activities have been completed, including receipt of the final report.

## **SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING**

### **7.1 Summary: Project Title and Available Funds**

#### **Project Name**

GreenWrench Education Project

#### **Introduction**

DOEE works to control, prevent, and remediate land, air, and stormwater pollution in the District and its waterways. One important potential source of pollution is the automotive repair sector, which regularly performs work and handles toxic materials that can affect the District's water and air quality. In 2017, DOEE launched the GreenWrench Technical Assistance Program, a voluntary program that works with District automotive repair shops to educate them on the effects of pollution and the benefits of source reduction. The goal is to minimize potential sources of pollution. One main issue the program faces while working with existing automotive shops is that many professionals have well-established habits and shop culture, which can make adopting environmentally friendly alternatives difficult. DOEE would like to cultivate cleaner, greener automotive repair shops, and so plans to expand GreenWrench to provide training to technical school students studying to become mechanics. In doing so, DOEE's goals are for the program to instill, in students, that pollution prevention is key to being a good mechanic and to shift the culture at District auto shops to one that embraces sustainability.

Currently, GreenWrench provides a comprehensive pollution prevention (P2) education program to auto body and repair shops ("shops") in the District of Columbia through workshops, quarterly Toolbox Newsletters, and education. The program allows DOEE to provide a coordinated approach to influence practices at auto body and repair shops, and to offer a clear, unified message about how to reduce pollution through source reduction. This grant would provide a new element of the program – the education of technical students studying to become mechanics on pollution prevention (P2). P2 is defined as any practice that reduces, eliminates, or prevents pollution at its source, and is known as source reduction. P2 works by changing the way products are manufactured, used, or disposed of to minimize their toxicity, reduce how much is used, and/or lengthen how long they are used.

Information on GreenWrench program can be found at [doee.dc.gov/service/greenwrench](https://doee.dc.gov/service/greenwrench).

#### **Project Period**

The project period will begin on the date of the grant award through July 30, 2021. This period can be extended and additional funding provided, depending upon the performance of the grantee and the availability of funds.

#### **Available Funding**

\$35,600 is available for this RFA with an additional \$10,000 for an optional project that incorporate a Safer Product Review component.

## 7.2 Project Description

The GreenWrench Education Project seeks to educate and engage students studying to be automotive mechanics at technical programs in the District on P2 best practices. This project will integrate workshops on source reduction and environmental regulations into automotive technician programs at technical schools in the District. The selected grantee will need to develop the curriculum and provide trainings that will instill the concept that pollution prevention is an essential element of an automotive technician's responsibility, and equip students with the knowledge and skills to implement P2 best management practices (BMPs) throughout their careers.

US Environmental Protection Agency (EPA) Pollution Prevention Grant Program provides a majority of the funding for this project (See Appendix 6 for DOEE's application). As part of DOEE's agreement with the EPA, the grantee will help DOEE meet the following goals:

1. Develop a curriculum to teach students, who are studying to be mechanics, about P2 and environmental regulations that pertain to District automotive repair shops.
  - a. Develop and implement a pre- and post- questionnaire to gauge students' knowledge of P2 and environmental regulations.
  - b. Use the curriculum to reach at least 200 students, and use before- and after-questionnaire to collect 400 responses (two per student).
  - c. Ensure that students are knowledgeable in the subject of P2 BMPs.
2. Optional Safer Product Review: Additional funding is available for incorporating an element that allows students to try out and review safer chemical alternatives by:
  - a. Coordinating students to try safer chemical alternatives while working in the shop and providing reviews for products that summarizes their experience.
    - i. Students cumulatively spend at least 100 hours using and reviewing products (e.g. 10 students spend 10 hours each, 20 students spend 5 hour each, etc.).
    - ii. At least four products are tested.
    - iii. At least five reviews are developed for each product.
  - b. Report on the safer chemical alternatives that summarizes students' reviews.

For the optional Safer Product Review component, grantee will work with students to try out products made from safer chemicals during repair work and provide reviews on how well they perform in comparison to typical, more toxic products. Safer chemical alternatives could include water-based degreasers, lead-free wheel weights, and other non-toxic or less-toxic products. A report summarizing the students' reviews will then be developed and used by DOEE to communicate the findings to industry professionals.

DOEE will support the grantee in achieving these project deliverables by helping to market the program, connecting the selected grantee with contacts at automotive educational institutions, and providing the GreenWrench P2 Guidebook that describes District regulations and recommendations for reducing pollution at auto body and repair shops.

### 7.3 Project Outcomes, Outputs, and Deliverables

#### Project Outcomes

1. Reduce source pollution from auto body and repair shops.
2. Increase the knowledge of students studying to be mechanics in the District about how and why they should implement P2 BMPs and comply with environmental regulations.
3. Improve students' attitudes about the adoption of P2 best management practices.
4. Increase students' knowledge of environmentally safer products.

#### Project Outputs

Activity	Outputs
Educate Mechanic Students	<ol style="list-style-type: none"><li>1. Implement a short questionnaire before and after the curriculum that measures knowledge gained.</li><li>2. Conduct workshops or presentations for 200 automotive technician students</li><li>3. Evaluate effectiveness of workshops/presentations to change students' knowledge.</li></ol>
Optional for additional funding: Safer Product Review component	<ol style="list-style-type: none"><li>1. In total, 100 hours are spent by students trying safer chemical products while doing automotive repair</li><li>2. At least four products are provided to students for testing</li><li>3. At least five reviews for each product are provided by the students on how well the alternatives work (at least 20 reviews)</li></ol>

#### Deliverables

Activity	Deliverables
Educate Mechanic Students	<ol style="list-style-type: none"><li>1. P2 curriculum for students studying to be mechanics</li><li>2. Pre and post questionnaire to gauge knowledge retention</li><li>3. Sign-in sheet(s) from training</li><li>4. Completed pre/post surveys from training events</li><li>5. Documentation of the number of hours participating students spent on GreenWrench during the project period (with the goal of translating in-kind hours into \$5,600 of matching funds. This equates to 200 students spending 2 hours on the program and assuming their time is at least worth minimum wage, \$14).</li></ol>
Optional for additional funding: Safer Chemical Testing component	<ol style="list-style-type: none"><li>1. Five reviews for each of the four products</li><li>2. Report summarizing students' reviews</li><li>3. Documentation of the number of hours participating students spent on GreenWrench during the project period</li></ol>
Quarterly Progress Reports	Using a DOEE provided template.
Final Report	Using a DOEE provided template.

## Proposal Scoring

All proposals will be scored according to the criteria below.

Scoring Criteria	Points
Demonstrates the knowledge and experience to successfully develop and implement the GreenWrench Education Project.	10
Displays comprehensive knowledge of source reduction strategies for stormwater pollution, air pollution, hazardous materials, and energy use.	10
Shows comprehensive knowledge of land, air, and stormwater regulations that apply to District of Columbia automotive repair shops.	10
Demonstrates the knowledge and experience required to develop effective curriculum and educate technical students.	15
Presents a clear and feasible plan and schedule.	15
Shows the capacity to excellently administer the program and deliver it to at least 200 students successfully.	20
Presents a detailed, numeric budget and budget narrative that includes a clear justification for the funds requested.	10
Presents a clear and detailed plan for tracking and reporting the time students spend on GreenWrench.	10



## SECTION 8. CHECKLIST FOR APPLICANTS

<p>Instructions for applicants: Ensure that the answers to all of the questions below are answered. In the column to the right, indicate Yes, No, or NA for not applicable. Include this completed document with application submission.</p>		
1.	Is the cover sheet (appendix 3) completed and signed – and included as part of the application?	
2.	Is a Table of Contents included in the application?	
3.	Is the applying organization eligible for funding from DOEE according to section 1.6 of the RFA?	
4.	Is the proposal formatted in accordance with section 3.1 of the RFA?	
5.	Does the proposal include a project description and all of the information required of the scoring rubric outlined in section 7 of the RFA?	
6.	Is a numeric budget, <b>and</b> budget narrative justifying each line item, included in the application?	
7.	Do the line items in the proposal budget consider the allowable and non-allowable costs in section 3.2 of the RFA?	
8.	Does the application package include the first page and signed last page of the DOEE Promises, Certifications, Assertions, and Assurances?	
9.	Does the application package include a Certificate of Good Standing that reflects a date within 6 months of the deadline date?	
10.	Does the application package include IRS W-9 Tax Form?	
11.	Does the application package include a Tax Exemption Affirmation Letter?	
12.	Does the application package include the applicant's current fiscal year budget?	
13.	Does the application package include the applicant's most recent	

	audited financial statements?	
14.	Does the application package include a Separation of Duties Policy as described in section 3.4.g. of the RFA?	
15.	Is the applicant registered in the System for Award Management (SAM)?	
16.	If applicable, does the application package include letters of support from other entities?	
17.	If applicable, does the application include resumes of key personnel mentioned in the proposal?	

## **APPENDICES**

Appendix 1 – General Terms and Conditions

Appendix 2 – Promises, Certifications, Assertions, and Assurances

Appendix 3 – Cover Sheet

Appendix 4 – Example of Grant Budget